

## **FBI Laboratory General Description of Evidence**

### **Table of Contents**

<b>1.</b>	<b><u>Evidence Itemization Guidelines</u></b>	<b>2</b>
<b>2.</b>	<b><u>Trace Evidence</u></b>	<b>6</b>
<b>3.</b>	<b><u>DNA Evidence</u></b>	<b>11</b>
<b>4.</b>	<b><u>Chemistry Evidence</u></b>	<b>14</b>
<b>5.</b>	<b><u>Questioned Documents Evidence</u></b>	<b>18</b>
<b>6.</b>	<b><u>Footwear and Tire Impression Evidence</u></b>	<b>26</b>
<b>7.</b>	<b><u>Cryptanalysis and Racketeering Records Evidence</u></b>	<b>28</b>
<b>8.</b>	<b><u>Latent Evidence</u></b>	<b>29</b>
<b>9.</b>	<b><u>Forensic Imaging Evidence</u></b>	<b>34</b>
<b>10.</b>	<b><u>Firearms and Toolmarks Evidence</u></b>	<b>35</b>
<b>11.</b>	<b><u>Explosives and Hazardous Devices Evidence</u></b>	<b>38</b>
<b>12.</b>	<b><u>Technical Exploitation</u></b>	<b>46</b>
<b>13.</b>	<b><u>References</u></b>	<b>48</b>

This document applies to all evidence handling personnel.

## **1 FBI Laboratory Evidence Itemization Guidelines**

### **1.1 General**

The General Description of Evidence provides the framework for the breakdown of evidence received by the FBI Laboratory. Reasonable variances due to exigent circumstances or case scenarios supersede the guidelines included in this document. Classification of all information must be considered prior to entering the data into Forensic Advantage (FA). Notation of contributor additions on evidence (e.g., tape, labels), as well as other observations of note, should be added in the comments field and/or in the communication log.

#### **1.1.1 Ordering**

During evidence breakdown, organize evidence by victim, subject, scenes, and device when possible, and then order like items of evidence together. For paired items, assign the lowest item identifier to the left item when possible.

Item 1 Left hand fingernail scrapings

Item 2 Right hand fingernail scrapings

#### **1.1.2 Itemization**

In most instances, assign one unique item identifier to each item or group of like items associated with the same 1B/non-FBI item number when they share primary packaging and were obtained from a common source (e.g., four vaginal swabs from victim in one swab box). If the evidence consists of multiple items, include the count in the item description when practicable. If necessary, further describe contents in the comments field.

Item 1 Four vaginal swabs from Jane Smith

Item 2 Ten 9V batteries

If numerous items are contained within the same primary packaging or the item has the potential to contain multiple items or parts that may be separated at time of examination (e.g., bag of clothing with unspecified contents, envelope with flap and stamp), assign the primary and/or associated layers a Packaging identifier when possible.

### **1.1.2.1 Sub-Itemization**

If additional items of evidence are located within or are known to have originally been contained within an item, when practicable, describe as:

Item 1 Pistol with laser from front passenger floor of 2016 Honda Civic

Item 2 Magazine from Item 1 Pistol

If items are located during the course of examinations after the initial breakdown is completed, when practicable, describe as:

Item 1 Jacket from Joe Schmoe

Item 1-1 Wrapper from pocket of Item 1 Jacket

### **1.1.3 Description**

If opening the primary container will compromise the integrity of the evidence or if evidence is received under drug or valuable seal, use the information obtained from the labeling or information provided by the contributor to describe the item. If an item is incorrectly described, the examiner or technician will modify the description during examination (e.g., item described as “shirt” during evidence breakdown but changed to “pants” during examination). However, item descriptions will not be changed to reflect examination results (e.g., item described as “tape” will not be changed to “¾ inch black electrical tape” after examination).

If two or more specimens could be described the same way, include a distinguishing characteristic (e.g., manufacturer, date) in the item description if feasible. When applicable, barring classification concerns and information availability, include the location or individual from which the item was obtained in the item description. Include year, make, and model information for items obtained from vehicles and street addresses for items obtained from residences, businesses, etc. when available. Only include ownership information for vehicles and residences in the item description if the above information is not available. The sources available at time of breakdown will be used to obtain the most complete collection location. Sources of the additional information may be documented in the check-in notes and/or the communication log.

Item 1 Shirt from 2016 Ford F-150

Item 2 Hat from parking lot of 1234 Lake Street

If items originally belonging to an individual were obtained by or turned over to law enforcement by another individual, describe as:

Item 1 Clothing from Erica Wideleggings, provided by Willa Piper

If an item was collected under a different Case ID from which it was submitted, include that Case ID in the item description.

Item 1 Buccal sample from Joseph Scott from Case ID CG-123456

If available, enter contributor numbers into the agency number field or in parenthesis at the end of the item description, as appropriate, for all items. When two or more applicable sets of contributor item numbers are provided (e.g., FBI 1B/barcode and Greenville PD Item Number), separate them with a semicolon or other punctuation.

Item 1 Pants from Bill Johns (1B1, E5551212; GPD Item 1)

#### **1.1.4 Original Packaging**

If original packaging has been submitted with an item, refer to it in the comments field of either the item or packaging layer it is received with. If it is determined that original packaging has been included but cannot be verified at breakdown due to the type of evidence (e.g., trace), include this in the comments as well. Packaging may also be itemized based on case details.

Item 3 Original packaging

### **1.2 Resubmitted Items**

#### **1.2.1 FA Cases**

If the items being resubmitted were originally received into the Laboratory using FA, they will be resubmitted into FA and will retain the original item identifier and the description previously assigned to them. Add notations to the comments field for these items with appropriate documentation of their current state, which may include details such as FA barcode/label information from previous submission(s). Cross out barcodes and labels from previous submission(s) and replace them with labels for the new submission.

#### **1.2.2 Pre-FA Cases**

Except for Terrorist Explosive Device Analytical Center (TEDAC) cases, if items being resubmitted were originally received into the Laboratory before the implementation of FA, they will now be entered into FA and assigned a new item identifier. Obtain item descriptions from the worksheet or previously issued reports of examination, with modifications of descriptions as appropriate to meet current standards. List the original item identifier (Q, K, or NE), original header information, and Laboratory number(s) for the original submission in the item's description. If possible, group items associated with a particular Laboratory number together from oldest to newest. The previously assigned Laboratory number should be listed as an eleven-digit number, including all leading numbers of the year. Any digits of the year that were not included in the original report should be placed in parentheses to indicate that those numbers

were not originally included. The inclusion will make it clear what year the submission occurred, as well as provide the proper format for searching of the legacy Laboratory number in FA.

Item 1 Shirt from James Holden, resubmitted Q1 from FBI Laboratory Number (20)070101001

Item 2 Liquid blood sample from James Smith, resubmitted K1 from FBI Laboratory Number (20)070101001

Item 3 DNA Secondary Evidence (ten tubes), resubmitted from FBI Laboratory Number (20)070101001

Item 4 TEU Secondary Evidence (one pillbox, two paper folds, five slides), resubmitted from FBI Laboratory Number (20)070101001

Include appropriate item description information for items that were sub-itemized under the Legacy system to include the description of the original item of origin.

Item 1 Tape from Q9 Shirt, resubmitted Q9.1 from FBI Laboratory Number (20)050610032

When an item has been resubmitted multiple times, only include the original Laboratory number(s) and latent case number. For cases that have been consolidated, there is no need to list the original Case ID.

Item 1 Shirt, resubmitted Q13 from FBI Laboratory Number (20)040126001

Item 1 Pillowcase, resubmitted Q5 from FBI Laboratory Number (198)40614056 and Latent Case Number B-5684

Item 1 Piece of paper bearing notation "Die", resubmitted Q36 from FBI Laboratory Numbers PC-M8496, D-61024008, and Latent Case Number A-3421

Include "Also Submitted item" or Identification Division item information when no further designation was originally assigned to the item. Also Submitted items may be labeled as "AS" or "A/S" on the packaging or may not be marked at all.

Item 1 Sunglasses, resubmitted Also Submitted item from FBI Laboratory Number (198)20507053 and Latent Case Number C-11231

Item 1 License plate, resubmitted from Latent Case Number B-3246

### **1.3 Operational Technology Division (OTD) Evidence**

For cases received from OTD that have been assigned a Laboratory number, include OTD's Laboratory number and item identifiers in the agency number field. Use the description given by OTD. If applicable, also enter FBI 1B/barcode information in the agency number field.  
Item 1 Jacket (OTD #140115251, Q32)

Item 2 Operational Technology Division derivative evidence (OTD #140115251, DE1)

## **2 Trace Evidence**

### **2.1 Hairs, Fibers, Glass, and Soil**

Describe fibers, glass, hairs, and soil as "debris." Describe hairs as "hair" if they have been previously isolated by another laboratory and the report of examination indicates they are human and either not suitable for microscopic comparison or suitable with all relevant comparisons having been conducted. Specify the source, when provided and applicable, in the item description. For mineralogy cases, maintain all original packaging.

Item 1 Debris from bedroom window

Item 2 Hair from skirt of Monica Gomez

If an item is submitted on glass microscope slides and the contributor does not provide a description of the slides' content, describe as:

Item 1 Three glass microscope slides

If the contributor indicates the slide contains hair or fiber and its source, describe as:

Item 1 Glass microscope slide containing debris from shirt of Richard Lamont

Describe items such as rope, cord, twine, etc. as "cordage." For TEDAC cases, describe items sewn into fabric as "thread" and contact appropriate personnel for identification of other types of cordage.

Item 1 Cordage from front passenger seat of 2010 Honda Civic

Item 2 Fabric and thread

#### **2.1.1 Known Items**

Specify the source, when provided and applicable, in the item description. Describe glass as "glass" only if the item was purported to be intact or was removed from the installed source by

the contributor (e.g., glass removed from car door frame). If broken or from other collection locations, describe as “debris.”

Item 1 Carpet sample from scene

Item 2 Soil sample from unpaved driveway

Item 3 Glass sample from kitchen window

Item 4 Fabric sample from rear passenger seat of 2014 Ford Escape

If the sample is submitted on microscope slides, describe as:

Item 1 Fiber sample from bedding consisting of two glass microscope slides

Describe hair samples as: “head hair,” “pubic hair,” or hair collected from other areas of the body. Do not specify if sample is pulled or plucked in the item description. Combine samples taken from different areas of the same collection location (e.g., front, sides, and back of head) into a single item number.

Item 1 Head hair sample from Broc Hawthorne

Item 2 Pubic hair sample from Broc Hawthorne

Item 3 Facial hair sample from Broc Hawthorne

Item 4 Arm hair sample from Broc Hawthorne

If the sample is submitted on microscope slides, describe as:

Item 1 Head hair sample from Christina Hines consisting of three glass microscope slides

Item 2 Pubic hair sample from Christina Hines consisting of five glass microscope slides

If the same sample is submitted in a collection envelope and on microscope slides, describe as:

Item 1 Head hair sample from Eleanor Rigby consisting of sample and ten glass microscope slides

Armpit hair sample:

Item 1 Axillary hair sample from Shawn Littlefoot

Unknown if collected from arm or leg:

Item 1 Limb hair sample from Mariah West

Animal hair when name of animal is known:

Item 1 Cat hair sample from Fatty Paws

Item 2 Dog hair sample from Makita

Type of animal unknown but name known:

Item 1 Animal hair sample from Pistachio

## **2.2 Clothing and Footwear Items**

Describe using general terms (e.g., describe a long-sleeved blouse as “shirt”). Assign each piece of clothing and/or footwear a separate item identifier.

### **2.2.1 Clothing**

If packaging is identified as containing multiple articles of clothing but what is contained within is not specified, assign one item identifier and describe as “clothing.” Refer to all underwear submitted, regardless of cut or style, as “underwear.”

When applicable, describe using the following terms:

Bra  
Dress  
Jacket  
Pants  
Shirt  
Shorts  
Skirt  
Sock  
Sweater  
Sweatshirt  
Swimsuit  
Swimsuit top/bottoms  
Underwear

### **2.2.2 Footwear**

If type of footwear is not specified and packaging cannot be opened due to potential examinations, describe as “footwear.” Descriptions can be updated to reflect contents at time of examinations.



When applicable, describe using the following terms:

Boot  
Sandal  
Shoe  
Slipper

### **2.3 Fabric**

When pieces of fabric are submitted, include collection location when applicable. For TEDAC cases, if possible, include in the item description whether fabric was from a device and if thread is observed.

Item 1 Fabric from suicide vest

Item 2 Fabric with thread

Item 3 Piece of fabric from front passenger seat

If cloth bags or woven sacks are submitted (i.e., canvas bags or rice bags), describe as:

Item 1 Fabric bag

### **2.4 Tape and Tape Lifts**

Assign one item identifier to each package of tape even if there is more than one piece of tape per package (the examiner or technician will subdivide during examination if necessary). Specify the tape source in the item description if applicable, but do not specify the type of tape or color.

Item 1 Tape from neck of Ron Burgundy

If tape is observed on an item, include it in the item description.

Item 1 Pistol with tape from river

Item 2 Envelope addressed to “Mister President” with tape

If tape is received as a lift, describe as “tape lift.” Assign one item identifier to each group of lifts from a particular location.

Item 1 Four tape lifts from sweater

Item 2 Two tape lifts from rear passenger seat of 2007 Dodge Charger

## 2.5 Vacuum Sweepings

Assign one item identifier to each sample or group of samples from a particular location. When the contributor specifies that vacuum sweepings were emptied into another container prior to submission, describe as “debris.”

Item 1 Debris from couch

If vacuum filters are received, describe as “vacuum sweepings.” The number of filters received can be included in the comments field.

Item 1 Vacuum sweepings from rug

## 2.6 Sexual Assault Kit Items

Use the evidence package labeling to describe items. Combine samples taken from the same hand (e.g., fingernail clippings from individual fingers of left hand) into one item number. If fingernail scrapings and clippings are received with clippers or sticks, include them in the item description. If the clippers or sticks are received loose or are packaged separately, assign a separate item identifier to the implement. For other collection implements, such as combs and tweezers, a notation can be made in the item comments if they are observed, but do not include them in the item description.

Item 1 Pubic hair combings from Jane Doe

Item 2 Head hair tape lift from Jane Doe

Item 3 Lint roller from head of Jane Doe

Item 4 Left hand fingernail scrapings with stick from Jane Doe

Item 5 Right hand fingernail scrapings with stick from Jane Doe

Item 6 Left hand fingernail clippings with clippers from Jane Doe

Item 7 Right hand fingernail clippings from Jane Doe

Item 8 Tampon from Jane Doe

Item 9 Debris from hands of Jane Doe

Item 10 Catch paper from Jane Doe

## **2.7 Remains**

### **2.7.1 Skeletal Remains**

Assign one unique item identifier to each group of items contained within the same primary packaging if they have the same 1B/non-FBI item number. Describe as “bone,” “tooth,” or “debris.” If a bone contains teeth (e.g., maxilla or mandible), list as “bone.” Do not include quantity in the description. Quantity may be noted in the comments field.

Item 1 Bone

Item 2 Bones and teeth

If there is a question as to whether multiple submitted items are all bones, describe as “bones with debris.”

Item 1 Bones with debris

### **2.7.2 Cremated Remains**

If submitted as suspected remains, describe as “debris.”

Item 1 Debris

If submitted as a known sample, describe as such.

Item 1 Cremated remains of John Doe

## **3 DNA Evidence**

In general, assign one item identifier to each item or grouping of items that are from a single source and have the same primary packaging, collection area, and contributor information (e.g., two oral swabs from Jack Black).

### **3.1 Swabs and Scrapings**

List the type of collection (e.g., scraping, swab, swabbing) and collection location in the description when applicable.

Item 1 Scraping from kitchen wall

Item 2 Five swabs from gun

### **3.2 Sexual Assault Kit Items**

Use evidence package labeling to specify the collection location.

Item 1 Three vaginal swabs from Sasha Firestone

Item 2 Vaginal smear from Sasha Firestone

Item 3 Two cervical swabs from Sasha Firestone

Item 4 Cervical smear from Sasha Firestone

Item 5 Two external genital swabs from Sasha Firestone

Item 6 Three rectal swabs from Sasha Firestone

Item 7 Two rectal smears from Sasha Firestone

Item 8 Two perianal swabs from Sasha Firestone

Item 9 Perianal smear from Sasha Firestone

Item 10 Two oral swabs from Sasha Firestone

Item 11 Neck swab from Sasha Firestone

Item 12 Stomach swab from Sasha Firestone

Item 13 Vaginal aspirate from Sasha Firestone

Item 14 Left hand fingernail scrapings with stick from Sasha Firestone

Item 15 Right hand fingernail scrapings with stick from Sasha Firestone

Item 16 Sanitary pad from Sasha Firestone

Item 17 Debris from hand of Sasha Firestone

Item 18 Underwear from Sasha Firestone

Item 19 Two penile swabs from Rick Riley

Item 20 Underwear from Rick Riley

### **3.3 Non-evidentiary Items**

Assign unique item identifiers to items that will not be examined (e.g., sexual assault kit paperwork, unused items from kits, control swabs). If necessary, further describe in the comments field.

Item 1 Sexual assault kit paperwork from Sasha Firestone

Item 2 Unused portion of sexual assault kit from Sasha Firestone

Item 3 Control swab

### **3.4 Known Items**

Describe known samples for DNA analysis as: “liquid blood,” “dried blood,” “buccal,” or “saliva.” Assign separate item identifiers to liquid and dried blood samples from the same individual. Combine like samples from an individual (e.g., assign one item identifier to two dried blood samples from the same person) when they share common packaging and 1B/non-FBI item number. If sample is collected from an unknown deceased, describe as such. For TEDAC cases, do not include the name of the individual in the item description. Further describe the item in the comments field if necessary (e.g., number of tubes, cards, swabs received). Include color of blood tube tops in the comments.

Item 1 Liquid blood sample from Ella Potter

Item 2 Dried blood sample from unknown deceased

Swabs labeled cheek, mouth, or buccal:

Item 1 Buccal sample from Ella Potter

Saliva collected on swabs, filter paper, or liquid saliva:

Item 1 Saliva sample from Ella Potter

#### **3.4.1 Alternate Knowns**

Assign separate item identifiers to items submitted as alternate knowns for comparison to questioned items. Items that may be submitted as alternate knowns include hairbrushes, toothbrushes, clothing items, cigarette butts, tissues, drinking glasses, straws, etc.

Item 1 Toothbrush submitted as known sample from Joe Schmoe

## **4 Chemistry Evidence**

### **4.1 Organs and Bodily Fluids**

List the donor's name if classification allows and the organ or fluid when applicable. When a sample is collected from an unidentified deceased individual, describe as "sample from unknown deceased."

#### **4.1.1 Organs**

When packaged separately, list each organ or organ sample separately.

If an entire organ is submitted, describe as:

Item 1 Liver from Charles Kipper

If a sample of an organ is submitted, describe as:

Item 1 Kidney sample from Elise Firth

If an organ is not specified by the contributor, describe as:

Item 1 Tissue sample from Kyle Lomb

If multiple organ samples are submitted in the same container, describe as:

Item 1 Tissue samples from unknown deceased

#### **4.1.2 Bodily Fluids**

Assign one unique item identifier to each fluid type even if multiple samples (e.g., several tubes of blood from different body locations) are submitted from a deceased individual. Further describe the item in the comments field if necessary. Include date and time of collection.

Item 1 Liquid blood sample from Fred Jones

Item 2 Urine sample from Betty Sutton

Item 3 Vitreous sample from Frank Nolan

Assign separate item identifiers to samples collected on different days from a living person.

Item 1 Liquid blood sample from Julio Gomez collected July 3, 2008

Item 2 Liquid blood sample from Julio Gomez collected July 18, 2008

## **4.2 Bank Security Dye**

Describe the items submitted for bank security dye analysis, but do not reference red stains on the item.

Item 1 Shirt

Item 2 Pants

Item 3 Swab of unknown substance

Item 4 Dye pack

If dye pack is received with currency, describe as such.

Item 1 Dye pack with U.S. currency totaling \$20.00

If only currency is received, assign each heat-sealable bag an item identifier.

Item 1 U.S. currency totaling \$25.00

## **4.3 Drug Items and Unknown Substances**

### **4.3.1 Drugs**

When evidence under drug or valuable seal is inventoried, provide item descriptions based on information provided by the contributor or by what is visible through the packaging (e.g., items packaged in clear, heat-sealed bag). When it is not possible to determine the specific contents, assign each individual package a unique identifier.

Example: Three solid substances packaged separately within a heat-sealable bag.

Item 1 Unknown substance

Item 2 Unknown substance

Item 3 Unknown substance

Example: Three solid substances packaged together within a heat-sealable bag.

Item 1 Unknown substance

If pills are submitted, specify if it is a “tablet” or “capsule,” if possible; otherwise, describe as “pill.” Assign each pill a unique item identifier if they are packaged separately or of different types.

Example: Two tablets packaged separately within a heat-sealable bag.

Item 1 Tablet

Item 2 Tablet

If pills of the same type are packaged together and have the same contributor item number, they will have the same unique item identifier and the examiner or technician will subdivide as necessary.

Item 1 Ten capsules

#### **4.3.2 Unknown Substances**

For other chemical unknowns, list as “unknown substance” and specify if liquid. Include the container in the item description if evidentiary.

Item 1 Bottle with unknown liquid

Item 2 Syringe with unknown liquid

Item 3 Unknown substance

Item 4 Three swabs of unknown substance

When a labeled container holds what appears to be that substance (e.g., Pepsi bottle contains brown colored liquid) and the contents are not being submitted as questionable, describe the substance as “contents” rather than “unknown substance” and specify if liquid. The container and the contents will have the same identifier if they are received with the same 1B/non-FBI item number.

Item 1 Bottle with liquid contents

Item 2 Container with capsules

#### **4.4 Paints and Polymers**

For items that are directly removed or scraped from a damaged area of the source, describe as “piece of metal,” “piece of plastic,” or “suspected transfer.” If multiple pieces of metal or plastic are submitted from the same source assign one item identifier. Do not include the count in the item description; but, if possible to determine quantity, note it in the comments. Describe as



“pieces of metal” or “pieces of plastic.” The examiner or technician will subdivide as needed.  
List paint chips as “suspected transfer.”

Item 1 Piece of metal

Item 2 Pieces of plastic

Item 3 Suspected transfer

Assign one unique item identifier to each package of tape even if there is more than one piece of tape per package (the examiner or technician will subdivide during examination as necessary). Specify the tape source in the item description when applicable, but do not specify the type of tape (e.g., electrical tape, duct tape).

Item 1 Tape from shirt

Item 2 Roll of tape from bedroom floor

#### **4.4.1 Known Items**

Assign unique item identifiers to items removed or scraped directly from undamaged areas of the source by the contributor. Specify the source, when provided, in the item description.

Item 1 Paint exemplar from front driver fender

Item 2 Paint exemplar from hood

Item 3 Paint exemplar from front driver door

Item 4 Piece of trim

Item 5 Pieces of plastic grille

Item 6 Roll of tape from residence of Joseph Smith

#### **4.4.2 Automobile Lamp Assembly/Lamp Bulbs**

List general type and position if known.

Item 1 Front driver headlight

Item 2 Rear passenger tail lamp bulb

Item 3 Front driver turn signal lamp bulb

Item 4 Portion of front driver headlight

#### **4.5 Fire Debris**

Describe debris evidence, typically associated with arson or explosive related investigations, submitted for analysis of ignitable liquids as “fire debris.” Include packaging information in the comments field.

Item 1 Fire debris from front passenger seat of 2007 Nissan Altima

### **5 Questioned Documents Evidence**

#### **5.1 Documents**

Do not describe as handwritten, hand printed, printed, or typewritten. When applicable, add a note in the comments field if a document appears to contain handwriting. Describe photocopies and facsimiles as “copies.” Describe images printed on photographic paper as “photographs” and images printed on office paper as “printouts.”

If documents are received with bank and/or account name information, it may be added to the comments field.

##### **5.1.1 Checks**

If multiple checks are copied on a single page, assign each a unique item identifier. Make a note of this in the comments field.

Item 1 Check #101

Check with no number:

Item 1 Check dated 4/1/05

Single personal check or business check:

Item 1 Check #1245

##### **5.1.2 Travelers Checks and Money Orders**

Item 1 Money order, Serial #R2006013916

Item 2 Travelers express check, Serial #HB414 216 589

### **5.1.3 Deposit/Withdrawal Slips**

Item 1 Deposit slip dated 4/2/05

Item 2 Withdrawal slip in the amount of \$315.00

### **5.1.4 Signature Cards**

Item 1 Signature card in the name John D. White

Item 2 Copy of signature card in the name Franklin George

### **5.1.5 Envelopes**

Describe addressee or first line of address. If tape is observed, add it to the item description. If stamp(s) and/or flap(s) are observed, note it in the comments field.

Item 1 Envelope addressed to “Honorable Judge William J. Smith”

Item 2 Envelope addressed to “First Union Mortgage Company”

Item 3 Copy of envelope addressed to “1600 Pennsylvania Ave. NW”

If address is not present, describe using other identifying information.

Item 1 Envelope beginning “A315-26-3379 John...@”

If envelope has not yet been opened, note this in the comments field. If it is said to contain contents or contents are observed, describe as “enclosure.” Do not open the item to verify contents.

Item 1 Envelope addressed to “Mark Schaeffer”

Item 2 Enclosure from Item 1 Envelope

### **5.1.6 Enclosures**

Specify “one-page” or “page” prior to description. Assign each document a unique item identifier even if there are notations on both sides of the page. Describe the enclosures as “documents,” “pages,” “pieces of paper,” etc. Do not describe the type of document (e.g., letter, business letter, loan document) unless it is actually titled as such.

Possible to determine beginning of text:

Item 1 Page beginning “Make no mistake Tom...”

Item 2 Newspaper article beginning “You didn’t see...”

Item 3 Copy of one-page document beginning “Dear Sally, How old is your...”

Not possible to determine beginning of text:

Item 1 Page bearing “...what's up with you...”

Entire text included in description:

Item 1 Page bearing notations “Go take a hike”

Item 2 Piece of advertisement bearing notations “Watch Your Back Son”

Document in Latin-based foreign language (e.g., Spanish or French):

Item 1 Page beginning “Hola mi Hijo...”

Document in foreign language not based in Latin alphabet (e.g., Mandarin or Arabic):

Item 1 Page bearing foreign text

Cut-and-paste message:

Item 1 Page bearing cut-and-paste message “Die, Die, Die”

Obliterated writing (e.g., scribble or white-out covering writing):

Item 1 Page bearing obliterated writing

Illegible writing (i.e., not possible to determine what is written):

Item 1 Page bearing illegible writing

#### **5.1.7 Email**

Item 1 Printout of email beginning “Kim, where is the...”

#### **5.1.8 Self-stick Note**

Item 1 Self-stick note bearing notations “Give me the money!”

### **5.1.9 Illustrations**

Item 1 Page bearing illustration

### **5.1.10 Multi-Page Enclosures**

Assign each document a unique item identifier. If the pages are related, such as a multi-page application or letter, group the documents into a simple description.

Item 1 Three-page document beginning “Hi Sweetheart! Have...”

Item 2 Copy of ten-page Sallie Mae Loan Application dated 1/14/04

Item 3 Eight-page Verizon Wireless Monthly Statement

Assign unique item identifiers to books, spiral notebooks, and other similar items.

Item 1 Notebook

Item 2 Phone book

When numerous questioned documents are received but examinations are requested on only a few of the documents, assign unique item identifiers to the questioned documents requiring examination and group the remaining documents together as a separate unique item. If necessary, further describe the item in the comments field.

Item 1 Medical Evaluation form in the name Karin Sternberger

Item 2 Medicare Eligibility form in the name Karin Sternberger

Item 3 Folder containing sixty-three various documents pertaining to Karin Sternberger

### **5.1.11 Threat Letters**

Assign unique item identifiers to each item type received in threat letter cases. List the items in the following order when possible: envelopes, enclosures, unknown substances, and all other items (e.g., test kit supplies, swabs, gloves).

Item 1 Envelope addressed to “John Wayne”

Item 2 Five-page document bearing “...it was nuclear...”

Item 3 Unknown substance

Item 4 Field screening kit

### **5.1.12 Bank Robbery Notes**

Information regarding the substrate of the note (e.g. envelope, deposit slip, etc.) may be captured, as needed, in the comments field.

Item 1 Demand note beginning “I want money...”

Item 2 Copy of demand note bearing notations “Show me the money!!”

### **5.1.13 Driver’s License**

Item 1 Florida Driver’s License in the name Carol Stevens

### **5.1.14 Postcards**

Item 1 Postcard addressed to “Lorie Dunn”

### **5.1.15 Greeting Cards**

Item 1 Greeting card beginning “We’re sorry you didn’t...”

Item 2 Greeting card

Item 3 Greeting card bearing cut-and-paste message “Be Mine or Die”

### **5.1.16 Prescriptions**

Describe using prescription number.

Item 1 Prescription, Rx # 4216951

### **5.1.17 Credit, Debit, and Check Cards**

Item 1 American Express card in the name Carol Stevens

Item 2 USAA card in the name Carol Stevens

Item 3 Chevy Chase Bank card in the name Carol Stevens

### **5.1.18 Torn and Shredded Documents**

Assign each bag submitted, regardless of location, separate unique item identifiers. For apparent torn paper, describe as “portions of paper.”

Item 1 Portions of paper

Item 2 Shredded paper

Assign each reconstructed or partially reconstructed item a unique item identifier.

Item 1 Reconstructed page

Item 2 Partially reconstructed page

## **5.2 Known Evidence**

When possible, group documents from the same author together. Assign one unique item identifier to each grouping of known writing.

### **5.2.1 Dictated Writing**

Describe all dictated writing as “exemplars.”

Item 1 Twenty-five exemplars submitted as known writing of Louis P. Johnson

Item 2 Copies of six exemplars submitted as known writing of Sue Rhue

### **5.2.2 Undictated Writing**

Describe undictated known writing and writing purportedly or believed to be from a particular person as briefly as possible.

Item 1 Four canceled checks submitted as known writing of Anthony Ray Young

Item 2 Copies of twelve canceled checks submitted as known writing of Marvin Simon

Assign unique item identifiers to each combination of writers when multiple writers appear on the same page.

Item 1 Three hundred sixty-six exemplars submitted as known writing of Paul Anchovitz

Item 2 One hundred thirty exemplars submitted as known writing of Sue Anchovitz

Item 3 Twenty-eight loan documents submitted as known writing of Paul Anchovitz and Sue Anchovitz

Describe undictated writing consisting of more than one kind of document from the same author as “various documents.” Describe what the various documents consist of in the comments field (e.g., four canceled checks, ten receipts, credit card application, two time cards).

Item 1 Eight various documents submitted as known writing of Lou Johns

### **5.2.3 Combination of Dictated and Undictated Writing**

Combine dictated and undictated writing from the same known writer. List exemplars first in the description.

Item 1 Twenty-two exemplars and two greeting cards submitted as known writing of Jim Biche

Item 2 Six exemplars and twenty-one various documents submitted as known writing of Luis Cabrello

When numerous documents are received and examinations are requested on only a few of the documents identified by the contributor as containing known writing, assign a unique item identifier to the known writing and group the remaining documents together as a separate item if no other Laboratory examinations are requested on those items.

Item 1 Three receipts submitted as known writing of Candice Cotter

Item 2 Seventy-five miscellaneous documents

### **5.3 Artwork**

If artwork is submitted, regardless of medium (e.g., painting, drawing), describe as “artwork.”

Item 1 Artwork

### **5.4 Mechanical Devices, Printers, Typewriter Ribbons, Ink, and Toner Cartridges**

Describe the items by brand name, model, and serial number if classification allows. When applicable, assign unique item identifiers to the typewriter ribbon, correction tape, and element.

Item 1 Remington typebar typewriter, Serial Number 23456ZXC

Item 2 Hewlett Packard P1100 printer, Serial Number 556XD8976

Item 3 Paymaster checkwriter, Serial Number 5464646

Item 4 IBM Selectric typewriter, Serial Number AQJ 765

Item 5 IBM Courier 10 element from Item 4 IBM Selectric typewriter

Item 6 IBM typewriter ribbon from Item 4 IBM Selectric typewriter



Item 7 IBM correction tape from Item 4 IBM Selectric typewriter

Item 8 Canon LL70 Facsimile Machine, Serial Number 65798321

Item 9 Hewlett Packard hp c6578a ink cartridge

Item 10 Konica TN601K toner cartridge

#### **5.4.1 Copier, Facsimile Machine, Typewriter, and Printer Standards**

Item 1 Thirty-five exemplars from a Canon 2000 photocopier, Serial Number 154563

Item 2 Ten exemplars from a Canon facsimile, Serial Number 208063

Item 3 Ten exemplars from an IBM Selectric typewriter, Serial Number TO987976

Item 4 Five exemplars from a Hewlett Packard P1100 printer, Serial Number AUI543232

#### **5.5 Plastic and Plastic Bags**

Assign a unique item identifier to each plastic bag/piece of plastic unless submitted as drug packaging or from an improvised explosive device (IED).

Item 1 Plastic bag

Item 2 Piece of plastic

##### **5.5.1 Plastic and Plastic Bag Knowns**

When applicable, assign a unique item identifier to each plastic bag. Otherwise, assign one unique item identifier to a grouping of bags, such as those packaged in a box or a roll. Include source and brand name of bags if known.

Item 1 Plastic bag from Samuel Walsh's car

Item 2 Box of Hefty plastic bags from Abbey Watson's residence

Item 3 Roll of plastic bags from Juan Kelter's residence

#### **5.6 Stamps**

Assign one item identifier to each stamp submitted.

Item 1 Stamp

Assign one item identifier to each stamp book submitted for comparison to questioned stamps.

Item 1 Book of stamps

## **6 Footwear and Tire Impression Evidence**

### **6.1 Impressions**

Assign unique item identifiers to each cast or item bearing an impression.

Item 1 Envelope bearing footwear impression

Item 2 Piece of flooring bearing footwear impression

Item 3 Rug bearing footwear impression

Item 4 Folder bearing tire impression

#### **6.1.1 Casts**

At breakdown, make note of the presence of potential soil for Mineralogy examinations. Also, be sure to note any damage observed and package to prevent further loss.

Item 1 Cast of footwear impression

Item 2 Cast of tire impression

#### **6.1.2 Lifts**

Item 1 Lift bearing footwear impression

Item 2 Lift bearing tire impression

#### **6.1.3 Photographs and Negatives**

Item 1 Negative depicting footwear impression

Item 2 Photograph from Item 1 Negative

Item 3 Photograph depicting tire impression

Item 4 Printout depicting footwear impression

#### **6.1.4 Digital Media**

Item 1 CD containing recorded images

#### **6.1.5 Electronic Evidence**

Item 1 Electronic image depicting footwear impression

### **6.2 Footwear and Tire Knowns**

#### **6.2.1 Footwear**

Assign unique item identifiers to known shoes, boots, slippers, and sandals. When possible, describe as left and right and include manufacturer when they are being submitted for shoe impression examinations. Assign the lowest item identifier to the left item if applicable.

Item 1 Left Nike shoe

Item 2 Right Nike shoe

Item 3 Left Timberland boot

Item 4 Right Timberland boot

Item 5 Left Rainbow sandal

Item 6 Right Rainbow sandal

#### **6.2.2 Tires**

Include tire brand, model, and source in the description if known. When applicable, itemize in the following order: driver front side, passenger front side, driver rear side, passenger rear side.

Item 1 Goodyear tire from front driver side

Item 2 Test impression prepared from Goodyear tire from rear passenger side

Item 3 Photograph of Bridgestone tire from front passenger side

#### **6.2.3 Elimination Impressions**

Assign unique item identifiers to each elimination sample.

Item 1 Footwear impressions of Janice Beard

## **7 Cryptanalysis and Racketeering Records Evidence**

### **7.1 Documents**

For Cryptanalysis and Racketeering Records Unit only submissions, group by seizure location and then date. When submissions contain numerous documents or other similar items, assign one identifier to each group received packaged together and use general descriptions.

Item 1 Forty-nine miscellaneous documents

Item 2 Fifty receipts

#### **7.1.1 Non-Original Evidence**

If both original and copy are received, assign separate item identifiers.

Item 1 Page beginning “What’s up...”

Item 2 Copy of Item 1 Page

Indicate if items were received via email. Assign separate item identifiers to transcripts if the original recording was received.

Item 1 Email of two-page document beginning “Santa, where is the...”

Item 2 Audio recording sent via email

Item 3 Transcript of Item 2 Audio recording

### **7.2 Wire Tap Items**

Assign separate item identifiers to transcripts if the original recording was received.

Item 1 Maxtor hard drive

Item 2 CD

Item 3 Transcript of Item 1 Maxtor hard drive

## **8 Latent Evidence**

If only latent examinations will be performed, assign one item identifier for each group of like items that has the same primary packaging, collection, and contributor information (e.g., ten pens from teller station at bank) when applicable.

### **8.1 Lifts**

Assign one unique item identifier to each latent lift card even if more than one lift is present on a card. Lifts can include tape lifts, hinge lifters, rubber lifts, gelatin lifts, and casting material (e.g., AccuTrans®, Mikrosil™). Do not include lift location information as part of the item description. For single unit submissions, one item identifier may be assigned to a group of lifts when appropriate.

Item 1 Latent lift

### **8.2 Documents Bearing Inked Fingerprint Impressions**

When documents, such as immigration forms, bear one or more inked impressions, include a notation in the item description. If checks bear an inked impression, do not describe as bearing a fingerprint; describe checks using section 5.1.1.

Item 1 Virginia Department of Motor Vehicles record in the name John Call bearing a fingerprint

Item 2 Form I-294, bearing date 8/21/2003, bearing fingerprints

Item 3 Copy of Form I-205 bearing a fingerprint

### **8.3 Media Items**

For submitted digital media, review case information to determine if it is to be processed as evidence or contains recorded image files for digital image processing.

When media is submitted for processing, assign a unique item identifier to each item and its corresponding case.

Item 1 Case and CD

Item 2 Case and video tape titled “The Philadelphia Story”

Item 3 Case and cassette titled “Rod Stewart’s Greatest Hits”

Item 4 Case and DVD titled “The Little Mermaid”

If the contributor indicates that latent print images were captured in negatives, photographs, recorded on a disk, or submitted via an electronic method, assign a unique item identifier to each item or group of items. List photographs before negatives.

Item 1 Ten photographs of latent print(s)

Item 2 Five negatives of latent print(s)

Item 3 CD containing recorded images

Item 4 Printout of latent print(s)

Item 5 Electronic image(s)

If CD/electronic images are confirmed at breakdown to contain latent prints, they may be described as such.

Item 3 CD containing recorded images of latent print(s)

Item 5 Electronic image(s) of latent print(s)

#### **8.4 Drug Packaging**

Assign a unique item identifier to each group of like items received in a package. When the incoming request specifies the type and quantity of items in a drug package and it may or may not be possible to verify the contents during evidence breakdown, use supplied details in the description.

Item 1 Forty-six plastic bags

Item 2 Paper bag

Item 3 Piece of foil

When the incoming request does not specify the number of items in a package and it is not possible to determine the specific quantity during evidence breakdown, but only plastic bags are received, describe as:

Item 1 Plastic bags

When the incoming request does not specify the type or quantity of items in a package and it is not possible to itemize contents during evidence breakdown, describe as:

Item 1 Drug packaging

If packaging contains additional materials or paraphernalia and only latent examinations will be performed, when appropriate, describe as:

Item 1 Drug materials

## **8.5 Currency**

Assign one unique item identifier to each package of currency with the same 1B/non-FBI item number. For the item description, list the currency total in each package when possible. If possible to determine specific quantities and denominations, note the information in the comments field.

Item 1 U.S. currency totaling \$8,314.00

When money wrappers are included, they will be assigned the same identifier as the currency.

Item 1 Money wrapper containing U.S. currency totaling \$10,385.00

### **8.5.1 Foreign Currency**

If foreign currency is identified, describe as such. If possible to determine specific quantities of bills and/or coins, note the information in the comments field. If it is possible to determine country of currency, include it in the description.

Item 1 Foreign currency

Item 2 Somalian currency

### **8.5.2 Mutilated Currency**

All currency, regardless of condition, must be placed under valuable seal. If over fifty-one percent of a bill is present, the assigned value will be that of the face value of that bill. If less than fifty-one percent of a bill is present, its assigned value will be \$0. These assigned values will be recorded on the drug and valuable evidence label as required.

Item 1 Portion of U.S. currency

Item 2 Portion of foreign currency

### **8.5.3 Tracking Devices**

If a GPS tracker is received, describe as “tracking device.” If received with currency, describe as such.

Item 1 Tracking device with U.S. currency totaling \$20.00

## **8.6 Skimming Devices**

If components are submitted physically attached together in one piece, assign one item identifier.

Item 1 Skimming device

If components are submitted as individual pieces, assign separate item identifiers and describe individually.

Item 1 Flash drive

Item 2 Piece of plastic

Item 3 Wire with tape

If a device is received packaged with loose components, assign one item identifier to the device and separate item identifiers to each loose component received.

## **8.7 Electronics**

When applicable, describe using the following terms:

Cell phone

Charging cable

Computer

Ear buds

Headphones

Laptop

Laser pointer

Tablet

## **8.8 Hands, Feet, Fingers, and Toes**

Assign the lowest item identifier to the left hand or foot when possible.

Item 1 Left hand

Item 2 Right hand

Assign separate item identifiers to each portion (i.e., finger, toe) if received separately.

Item 1 Finger

Item 2 Toe



## 8.9 Known Fingerprints, Palm Prints, and Footprints

Assign one unique item identifier to all print cards containing the same name received under a single request (see exception for records testimony requests below). Additional fingerprint cards submitted under a new request letter will be assigned a new item identifier. Prints may consist of ten-print cards, major case prints, photographs, printouts, photocopies, etc. When applicable, list the name as it appears on the fingerprint card. If there are variations of the individual's name on multiple fingerprint cards, use the name from the card with the most detail. Add a note to the comments field to further describe if necessary. For TEDAC cases, do not include the name of the individual.

If only fingerprints are recorded, describe as “fingerprints.”

Item 1 Fingerprints of Joseph Williams

If there are different names on multiple fingerprint cards of the same individual, list all names in the item description using “aka.”

Item 1 Fingerprints of Saundra Smith aka Sandy Smith aka Lauren Smith

If multiple fingerprint cards from the same individual are to be compared to one another, such as in a records testimony request, assign each fingerprint card a unique item identifier even if the name is in question. List the name as it appears on each fingerprint card. If multiple fingerprint cards from the same individual are to be compared to one another and they bear the same name, describe each one the same.

Item 1 Fingerprints of Juan Hernandez-Rivera

Item 2 Fingerprints of Juan Rivera

Item 3 Fingerprints of Juan Hernandez, Jr

If fingerprints and palm prints are recorded, describe prints as “fingerprints and palm prints.”

Item 1 Fingerprints and palm prints of Melvin James

When only palm prints are recorded without any fingers appearing, describe prints as “palm prints.”

Item 1 Palm prints of Jim Alvin Hipp

Footprints:

Item 1 Footprints of John Doe

If known prints are submitted on digital media, describe as:

Item 1 CD containing recorded fingerprints of Suzanne Phelps

Item 2 DVD containing recorded fingerprints of Arleen Match

If digital media is submitted with numerous known fingerprint records, describe as:

Item 1 CD containing recorded known images

Item 2 DVD containing recorded known images

If known prints are submitted via an electronic method (e.g., emails, Sentinel) describe as:

Item 1 Electronic image of fingerprints of Jerry Smith

Item 2 Electronic images of fingerprints and palm prints of Don Juan

### **8.9.1 Fingerprints of Unknown Deceased**

Assign unique item identifiers to fingerprints collected from unknown deceased. If prints are obtained using lifts, assign one identifier to each group of lifts.

Item 1 Fingerprints of unknown deceased

Item 2 Five lifts of fingerprints of unknown deceased

## **9 Forensic Imaging Evidence**

### **9.1 Cameras, Film, and Negative Strips**

Assign each item for photographic processing a unique item identifier. Specify if Advantix film.

Item 1 Disposable camera

Item 2 Camera

Item 3 Roll of Advantix film

Item 4 Roll of film

Item 5 Negative strip

Item 6 Photograph

Item 7 CD containing recorded images

## **10 Firearms and Toolmarks Evidence**

### **10.1 Ammunition and Components**

Describe items in the order listed below, when applicable, using the following terms:

1. Bullets (or other fired projectiles)
2. Metal fragments (deformed projectiles, pieces of projectiles, etc.)
3. Cartridge cases (fired cartridge)
4. Shotshell cases (fired shotshell)
5. Cartridges (“live”, whole ammunition)
6. Shotshells (unfired shotgun ammunition)
7. Shot (pellets from a shotshell)
8. Wad (filler material or plastic cup from a shotshell)
9. Magazines
10. Suppressors
11. Test fired bullets
12. Items of clothing

When describing bullets or cartridge/shotshell cases, assign separate unique item identifiers to each item received, when applicable. Assign one unique item identifier to groups of cartridges/shotshells or metal fragments if they are received packaged together and have been assigned the same 1B/non-FBI item number.

When describing cartridges/shotshells or metal fragments, do not include the count in the item description. Describe only as “Cartridge”, “Cartridges”, “Shotshell”, “Shotshells”, “Metal fragment” or “Metal fragments.” The examiner or technician will subdivide, as needed. If a count is provided or can be visualized at time of breakdown, note the information in the comments field.

Item 1 Bullet

Item 2 Metal fragments

Item 3 Cartridge case

Item 4 Cartridge case

Item 5 Cartridges

Item 6 Magazine

Item 7 Test fired bullet from Colt revolver, Serial Number 546028

Assign separate item identifiers to each component of a box of ammunition when it is received packaged together and assigned the same 1B/non-FBI item number.

Item 1 Remington ammunition box

Item 2 Tray from Item 1 Remington ammunition box

Item 3 Cartridges from Item 2 Tray

If the box of ammunition is received while still under the manufacturer's seal, assign one item identifier to the box and its components.

Item 1 Box of Remington ammunition

Assign separate item identifiers to a magazine and the cartridges it contains. If the contributor provides information about the number of cartridges in a magazine, note the information in the items comments field. Do not include a count in the item description. The examiner or technician will subdivide upon removal, as needed.

Item 1 Magazine

Item 2 Cartridges from Item 1 Magazine

## **10.2 Firearms**

All firearms received by the FBI Laboratory will be checked for safety by a Laboratory employee trained in firearms safety prior to any other handling. Place a note in the comments field describing if the firearm was received rendered safe or it was rendered safe at time of breakdown.

Describe firearms by the firearm type (e.g., pistol, revolver, rifle, shot gun, carbine, air pistols/rifles) if classification allows. Follow the description with related items, such as magazines, scopes, sights, suppressors, carrying straps, etc., packaged with/attached to the firearm.

If magazines of associated firearms are received packaged separately, group magazines together.

Item 1 Pistol with magazine

Item 2 Rifle with scope

Item 3 Revolver

Item 4 Machine gun with sling

For firearms that are noted as, or appear to be, homemade, describe as:

Item 1 Improvised firearm

If items that are received attached to firearms have been assigned separate 1B/non-FBI item numbers, describe as one item and include all numbers in the agency number field. If items are received unattached but packaged with the firearm and have been assigned separate 1B/non-FBI item numbers, they may be described as separate items.

Item 1 Pistol with magazine (1B1, E0045452; 1B2, E0045453)

When a serial number cannot be located during evidence breakdown or is partially obscured, such as from corrosion, describe the firearm as detailed above and include a note detailing such in the comments section.

### **10.2.1 Number Restoration**

Describe weapons submitted for number restoration examinations by type followed by “serial number obliterated.”

Item 1 Revolver, serial number obliterated

Describe other items submitted for number restoration examinations followed by “serial number obliterated,” “vehicle identification number obliterated,” or “identification marking obliterated.”

Item 1 Transmission housing, identification marking obliterated

Item 2 VIN plate from 1984 Buick, vehicle identification number obliterated

## **10.3 Tools**

Describe the tool and list from where it was obtained if known.

Item 1 Screwdriver from glove compartment

### **10.3.1 Toolmarks**

Assign one unique item identifier to each toolmark cast/group of castings from the same location if they have been assigned the same 1B/non-FBI item number and are packaged together.

Item 1 Five casts of impression from safe

## **11 Explosives and Hazardous Devices Evidence**

Refer to the “Improvised Explosive Device (IED) Technical Exploitation Lexicon” for additional item descriptions and definitions.

### **11.1 Explosives Chemistry**

Assign samples or swabs unique identifiers if they are packaged separately, are different types, or have different contributor information. If samples or swabs are packaged together and have the same contributor item number, they will have the same unique identifier and the examiner or technician will subdivide if necessary.

If the contributor includes the name of the explosive they tested, do not include the name in the item description. If the contributor includes the location where the sample or swab was collected, include that in the item description. Describe the item as “powder,” “prill,” or “liquid,” as appropriate. If the item appears to be a gel, emulsion, putty, or paste, describe as “unknown material” and include any distinguishable characteristics as appropriate.

Item 1 Powder sample from container

Item 2 Liquid sample

Item 3 Unknown material

#### **11.1.1 Explosives Swabs**

If visible substance is present on or with the swab, notate as “swab with powder” or “swab with material.” Use “material” to describe anything that appears to be a gel, emulsion, putty, paste, or otherwise unclassifiable. If no collection location is provided or there is no visible material, describe the item as “swab.”

Item 1 Swab with powder

Item 2 Swab with material from vehicle

Item 3 Swab

#### **11.1.2 Controls**

These items can include swabs, containers, collection materials, and soil samples that may be submitted as comparison samples from the field. Itemize the control items first in the grouping of similar items. Include in the item description if the swab is from the collector.

Item 1 Control vial

Item 2 Control paint can

Item 3 Control swab

Item 4 Control swab from collector

### **11.1.3 Suspected Explosive Packaging**

These items include commercial, military, or improvised packaging designed to contain and possibly identify an explosive. If the original source of the item can visually be determined, include the source in the description as appropriate. Use caution to not conclusively identify the explosive.

Item 1 Material in wrapper

Item 2 Material partially covered with wrapper bearing “SEMTEX H”

Item 3 Material in lined paper

Item 4 Paper bearing “EXPLOSIVE DANGER”

## **11.2 Explosives and Hazardous Devices**

IEDs, also referred to as homemade bombs or hazardous devices, can be constructed from numerous commercial or improvised components. The following sub-sections describe the typical items often encountered but do not comprise an exhaustive list. Items will be described based on the condition of the submitted evidence as appropriate.

If a disassembled hazardous (or hoax) device is received and each component is packaged separately, assign each component a unique item identifier as appropriate. If the device components are packaged together, do not separate the items since this could affect the results of explosives and hazardous device examinations.

### **11.2.1 Power Sources**

These items include components designed to supply energy to an initiating system that in turn transfers this energy to a load (e.g., detonator, hot-wire initiator) in a device. They most often consist of batteries supplying a direct current but other commercial or improvised items can be used as well (e.g., a charged capacitor). Include the type of battery and voltage in the item description as appropriate.

Item 1 9V battery

Item 2 AAA battery bearing “Duracell 1.5V”

Item 3 Suspected battery

Item 4 Suspected power source

### **11.2.2 General Initiating (Fuzing) Systems and Associated Components**

These items include mechanical or electrical components designed to transfer energy from a power source to a load in a device. They can consist of numerous commercial or improvised items (e.g., mouse traps, wire, timers, and switches). For timing mechanisms that display the time, note the time displayed and any other displayed information when received as appropriate. If the type of component is recognizable, include it in the item description; if not, use generic terms such as “switch,” “timer,” etc.

Item 1 Damaged fuzing system consisting of wires and switches

Item 2 Suspected switch

Item 3 Switch bearing “JKC Electronics A/D 43”

Item 4 Switch connected to a 9V battery with wire

Item 5 Wire

Item 6 Damaged timer

Item 7 Digital timer displaying “34:23”

Item 8 Wristwatch bearing “Seiko”

### **11.2.3 Initiators**

These items include electric or non-electric commercial, military, or improvised components designed to initiate an energetic material by actions of explosion or burning. These include, but are not limited to, detonators, electric matches, and empty detonator shells that do not contain energetic materials (e.g., the shell of a detonator that has been rendered inert in the field before submission to the Laboratory). Do not use the terminology “blasting cap” to describe a detonator unless such terminology appears on the detonator itself. If an item is suspected to be a detonator, initiator, or an empty detonator shell, include that information in the description.

Item 1 Suspected, improvised, non-electric detonator

Item 2 Suspected, commercial, electric detonator



Item 3 Suspected, improvised initiator

Item 4 Suspected, commercial detonator bearing “Blasting Cap Dangerous”

Item 5 Empty detonator shell

Item 6 Inert detonator

Item 7 Model rocket igniter

#### **11.2.4 Detonating Cords and Pyrotechnic Fuses**

These items include commercial, military, or improvised components designed to initiate an energetic material by actions of explosion or burning. These include, but are not limited to, detonating cord and pyrotechnic fuses (e.g., time fuse, safety fuse, and hobby fuse). Do not use the abbreviation “DetCord” to describe detonating cord. If an item is suspected to be detonating cord or pyrotechnic fuse, include that in the description.

Item 1 Length of detonating cord

Item 2 Suspected length of pyrotechnic fuse

Item 3 Length of detonating cord bearing “Jules Explosives LLC”

Item 4 Length of hobby fuse

Item 5 Length of fuse

#### **11.2.5 Fuzes**

These items include commercial, military, or improvised components designed to initiate a device by actions such as, but not limited to, mechanical time delay, pressure changes, and acceleration or deceleration.

Item 1 Suspected grenade fuze

Item 2 Mechanical fuze

Item 3 Suspected fuze

Item 4 Fuze bearing “Jacobs Design Lot 23-A7”

Item 5 Suspected, improvised fuze

### **11.2.6 Intact Device**

If an intact or partially intact hazardous (or hoax) device is received as a single item, assign a single item identifier as appropriate. Describe the item as a “device.” Device components may be included in the description as appropriate.

Item 1 Suspected device

Item 2 Suspected hazardous device consisting of wire and a metal pipe

Item 3 Suspected hoax device consisting of pipe, wires, batteries, and a ripe banana

### **11.2.7 Fragmentation**

These items include fragmented components inherent to the construction of the IED and shrapnel that is added to the IED to enhance its potential to cause damage or injuries.

Item 1 Metal fragment

Item 2 Plastic fragment

Item 3 Suspected clock fragment

Item 4 Suspected battery fragment

Item 5 Battery fragment bearing “Durac”

Item 6 Nails and bolts taped to the outside of a plastic pipe

### **11.2.8 Explosively Formed Projectile (EFP) Liners**

If an intact or partially intact EFP liner is received as a single item, assign a single item identifier as appropriate. Do not describe the type of metal used in the liner; this must be determined and confirmed by the appropriate disciplines. If it is not clear whether the liner is for a shaped charge or EFP, describe the item with the generic term “liner.”

Item 1 EFP Liner

Item 2 Liner

Item 3 Suspected metal liner

### **11.2.9 Metal Spheres**

These items include loose, spherical-like items that are consistent with BBs. Do not include the number of metal spheres in the item description.

Item 1 Metal sphere

Item 2 Metal spheres

Item 3 Metal sphere bearing “A3”

#### **11.2.10 Intact Pressure Plates**

These items include components containing some type of plate or mechanism designed to initiate an IED upon the application of pressure. Describe the visible components of intact pressure plates in the description.

Item 1 Pressure plate consisting of metal bars, wires, and plastic wrap

Item 2 Suspected pressure plate bearing “7g45”

#### **11.2.11 Deconstructed Pressure Plates**

These items include components that originate from pressure plates. If it is known from the contributor that the submitted components are from a pressure plate, include that in the item description.

Item 1 Two metal bars with wire and rivets from a pressure plate

Item 2 Two wood blocks from pressure plate

Item 3 Plastic from pressure plate

Item 4 Foam from pressure plate

If the components of a deconstructed pressure plate are kept together and not separated, describe the item as a “Deconstructed pressure plate consisting of...” and list all visible components in the item description.

Item 1 Deconstructed pressure plate consisting of metal bars with rivets, wires, foam, plastic wrap and tape

##### **11.2.11.1 Pressure Plate Sleeve**

These items include, but are not limited to, plastic or rubber material located around pressure plates.

Item 1 Suspected pressure plate sleeve

#### **11.2.11.2 Plastic Tube**

These items include tubular items used as spacers in a pressure plate.

Item 1 Plastic tube from pressure plate

Item 2 Suspected plastic tubes from pressure plates bearing “23d”

#### **11.2.11.3 Metal Rivets**

These items include components used as anchors for wire or to create metal contact for circuit function in a pressure plate. Describe in plural for multiples from the same pressure plate.

Item 1 Rivets from pressure plate

### **11.3 Miscellaneous Device Items**

#### **11.3.1 Containers**

These items include commercial or improvised objects designed to enclose the components of an IED for concealment, as a means of transportation, to increase the damage potential of the explosion, or as an enclosure for the main charge.

Item 1 Metal pipe with two attached end caps

Item 2 Plastic container containing batteries, wires and switches

Item 3 Backpack containing clock, wires, and a plastic pipe with two attached end caps

#### **11.3.2 Tape**

These items include materials that are tacky and used to hold, attach, or fasten objects. These items include, but are not limited to, cloth, plastic, and paper tape. Use the generic term “tape” to describe these materials.

Item 1 Tape

#### **11.3.3 Wire Twist with Tape**

These items include twisted wires secured with tape. If it is known from the contributor that the tape was added or removed before submission to the Laboratory, make a notation in the communication log as appropriate.

Item 1 Wire twist and tape

Item 2 Two wire ends twisted together and covered with tape

#### **11.3.4 Foam**

This includes items that are consistent with foam such as, but not limited to, sandals, flip-flop pieces, hardened spray foam, etc.

Item 1 Foam from suspected pressure plate

Item 2 Foam

Item 3 Sandals bearing “Size 8”

#### **11.3.5 Pliable Materials**

This includes items that are elastic, pliable materials such as, but not limited to, rubber, etc.

Item 1 Suspected rubber

Item 2 Rubber tires

Item 3 Pliable material

Item 4 Suspected car hose

#### **11.3.6 Plastic**

This includes items that are consistent with various types of plastic. If the type of plastic is recognizable, include it in the item description; if not, use the generic term “plastic” to describe these materials.

Item 1 Plastic wrap

Item 2 Plastic bag

Item 3 Plastic from front passenger seat of VBIED (Vehicle Borne IED)

Item 4 Piece of hard plastic

Item 5 Piece of soft plastic

Item 6 Plastic material

Item 7 Shrink wrap and glue

### **11.3.7 Project Boxes**

These items include commercial or improvised boxes or enclosures used to hold electronic components or circuitry (e.g., circuit boards, wires, batteries, and switches).

Item 1 Plastic project box

Item 2 Metal box containing a switch, wires, and glue

## **12 Technical Exploitation**

### **12.1 Cell Phones**

If the make and/or model of the cell phone can be determined, include it in the item description.

Item 1 NOKIA cell phone, Model 3400

Item 2 Cell phone

### **12.2 Modified Cell Phones**

If modification to the cell phone is apparent from a visual inspection (e.g., wires coming out of the phone), indicate it in the item description.

Item 1 Modified NOKIA cell phone, Model 3400

### **12.3 Devices Containing Battery**

If necessary for safety, remove the battery from a cell phone/device after inventory and object shots are complete. Place the battery in a re-sealable bag and create as a sub-item.

Item 1-1 Battery from Item 1

### **12.4 Cell Phone Parts**

If the make and/or model is identified on the cell phone part, include that information in the item description.

Item 1 Faceplate of NOKIA cell phone, Model 5570

Item 2 Battery cover from cell phone

Item 3 Circuit board from cell phone

### **12.5 Electronic Components**

Includes loose components such as LEDs, microcontrollers, diodes, capacitors, relays, or unknown electronic items.

Item 1 Electronic components

### **12.6 Battery Connector**

9-Volt battery connector with or without wires (aka battery hat or snap connector).

Item 1 Battery connector

### **12.7 Connector**

Includes all connectors, regardless of male or female connection, and the wires.

Item 1 Connector

### **12.8 Circuit Boards**

Describe all circuit boards as “circuit board” even if identified as commercial or custom. Do not include any specific electronic names (e.g., Dual Tone Multi Frequency (DTMF) or HopeRF) in the item description. The examiner or technician will update descriptions as appropriate.

Item 1 Circuit board

### **12.9 Secure Digital (SD) Flash Memory Card and Subscriber Identity Module (SIM)**

If the make and/or model can be identified, include it in the item description.

Item 1 SD flash memory card, SanDisk 64GB

Item 2 SD flash memory card

Item 3 SIM, Verizon

Item 4 SIM

### **12.10 Personal Mobile Radio (PMR)**

Item 1 PMR

### **12.11 Laptop Computer**

If the make and/or model can be identified, include it in the item description.

Item 1 Dell Laptop, Model P57G

### **12.12 Unmanned Aerial Systems (UAS)**

If the make and/or model can be identified, include it in the item description if classification allows.

Item 1 Quadcopter, Model Q4X3

Item 2 UAS

## **13 References**

Improvised Explosive Device (IED) Technical Exploitation Lexicon, interagency forum commissioned by the Directors of the Joint Improvised-Threat Defeat Organization (JIDO), and the International Counter-Improvised Explosive Device Steering Committee (ICSC), latest revision



Rev #.	Issue Date	History
7	03/14/2019	Revised entire document to include adding a scope, making this an EMU document, and merging the Quantico and Huntsville (TEDAC) General Description of Evidence.
8	04/01/2021	Updated entire document for clarity and consistency. Updated sections throughout document with additional explanation and/or examples based on feedback from units/disciplines. Added Section 1.1.2.1, Section 8.7, Section 11.3.1, Section 11.3.2, and Section 12.9. Removed separate sections for LEDs and Microcontrollers in Section 12 and added them into Section 12.5. Updated numbering throughout Sections 8, 11 and 12.
9	11/03/2021	Updated entire document for consistent formatting. Updated Sections 1.1.3, 2.6, 5.1.12, and 5.2 for clarity. Updated Section 10 to incorporate verbiage consistent with updated unit case acceptance policies relating to ammunition.

**Approval**

Redact - Signatures on File

Evidence Management Unit  
Chief:

Date: 11/02/2021

**QA Approval**

Quality Manager:

Date: 11/02/2021